

Request for Records Disposition Authority

Records Schedule Number **DAA-0161-2016-0001**
 Schedule Status **Approved**

Agency or Establishment **Farm Service Agency**
 Record Group / Scheduling Group **Records of the Commodity Credit Corporation**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Commodity Loan Programs, Farm Facility Loans Program and Grain Reserve Program**

Internal agency concurrences will be provided **No**

Background Information **Records originating in the daily transactions of the Commodity Credit Corporation (CCC), operating through the Farm Service Agency offices in carrying out commodity loans, direct payment, indemnity payment, emergency feed and sugar programs or other programs under the CCC. Provides nonrecourse loans for specified commodities, loans for purchase and installation of storage facilities and drying equipment and creation of a grain reserve from farmer-owned commodities including those under CCC loan or purchase agreement. Programs are designed to support prices and to maintain an even flow to market of reasonable priced quality products.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0161-2016-0001

Sequence Number	
1	Loan and Subsidy Case Files Disposition Authority Number: DAA-0161-2016-0001-0001
2	Purchase Case Files Disposition Authority Number: DAA-0161-2016-0001-0002
3	Loan and Purchase Control Files Disposition Authority Number: DAA-0161-2016-0001-0003
4	Farm Storage Facility and Equipment Loan Files, County Loan Rate Files, Cotton Gin Files, Cotton Warehouse Files, Program Control Files, and CCC Detail Loan Files Disposition Authority Number: DAA-0161-2016-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Loan and Subsidy Case Files</p> <p>Disposition Authority Number DAA-0161-2016-0001-0001</p> <p>Records include files for individual producers containing loan agreements, producers' notes, mortgages, appeals and related and similar CCC forms and papers created in connection with commodity loans and farm storage and drying equipment loans made under authority of the price support and farm storage facility loan programs, reports and related correspondence.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-161-79-1/6a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the program, project or other activity year.</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Purchase Case Files</p> <p>Disposition Authority Number DAA-0161-2016-0001-0002</p> <p>Records include purchase agreements, approvals, purchase orders, grade certificates, delivery instructions, and related and similar CCC forms and papers concerning commodity purchases under the price support program, reports and related correspondence</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

3

electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation NC1-161-79-1-6-b

Disposition Instruction

Cutoff Instruction Cutoff after the end of the program, project or other activity.

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

Loan and Purchase Control Files

Disposition Authority Number DAA-0161-2016-0001-0003

Records include loan and purchase control files, and other records giving numbers and amounts of loans, made and figures on payments, forfeitures, transfers, and similar loan actions, and figures on waivers, settlements, liquidations, deliveries and similar actions, reports and related correspondence.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation NC1-161-79-1-6-c

Disposition Instruction

Cutoff Instruction Cutoff after the end of each program, project or other activity.

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

4

Farm Storage Facility and Equipment Loan Files, County Loan Rate Files, Cotton Gin Files, Cotton Warehouse Files, Program Control Files, and CCC Detail Loan Files

Disposition Authority Number DAA-0161-2016-0001-0004

File of all open loans with data elements, loan number, principal amount, capacity (structures only), repayment data etc.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
NC1-161-79-1-6-d
NC1-161-79-1-6-e
NC1-161-79-1-6-f
NC1-161-79-1-6-g
NC1-161-79-1-6-h
NC1-161-79-1-6-i

Disposition Instruction

Cutoff Instruction Cutoff after the end of each program, project or other activity.

Retention Period Destroy 6 year(s) after cutoff

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/20/2016	Certify	Keith Holden	Records Officer	Farm Service Agency - Foreign Agricultural Service
06/21/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist